

Texas Department of Criminal Justice
Retiree Options Regarding
State Compensatory and Holiday Leave Accruals

Employee Name: _____

**Month/Date
of Birth:** _____
(mm/dd)

Unit/Department: _____

I have notified my human resources representative of my pending retirement. My human resources representative has explained my options regarding my existing state compensatory and holiday leave balances. I hereby elect the following option:

(Initials) **OPTION ONE: Forfeit State Compensatory/Holiday Leave Accruals**
I understand that, by choosing this option, I shall lose any state compensatory and holiday leave accruals remaining at the time of my elected retirement effective date indicated below.

Retirement Effective Date (last calendar day of month):

(mm/dd/yyyy)

****Or****

(Initials) **OPTION TWO: Exhaust State Compensatory/Holiday Leave Accruals**
I understand that, by choosing this option, my elected retirement effective date shall be after all my state compensatory and holiday leave accruals have been exhausted. My elected retirement effective date shall be the date indicated below. I also understand that: (1) I must notify the Employees Retirement System of Texas (ERS) in writing if I previously established a retirement effective date with the ERS; and (2) that the election of this option may change that effective date.

Retirement Effective Date (last calendar day of month):

(mm/dd/yyyy)

Employee Signature: _____ **Date:** _____
(mm/dd/yyyy)

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023 to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, incorrect information the TDCJ has collected about you be corrected.

Human Resources Representative Signature: _____ **Date:** _____
(mm/dd/yyyy)

Distribution:
Original - Unit/Department File - Insurance/Retirement Section
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